



Town Council

*Kevin M. Manley, President
Paul L. Federici, Vice President
Kathleen G. Hill*

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MINUTES

Town Council Minutes

Tuesday, September 13, 2016 at 6:00 P.M.

**Council on Aging Media Room, 328 North Main Street
East Longmeadow, Massachusetts 01028**

Present: Kevin M. Manley, President, Paul L. Federici, Vice President, Kathleen G. Hill, Donald J. Anderson, Michael J. Kane, Joseph Ford, Denise Menard, Acting Town Manager, Thomas P. Florence, Clerk of the Council.

The President of the Town Council opened the meeting at 6:00P.M. With the Pledge of Allegiance, Moment of Silence. Announcements were made in accordance with G.L., 30A, s.20 (e). It was noted that ELCAT and Chris Goudreau of The Reminder were taping the meeting.

NEW BUSINESS

Ms. Sharon Bellenoit, Acting Library Director, gave a description of the state funding requirements for the Library. Ms. Bellenoit explained that the budget for the library was decreased due to retirements and is now \$17,000 short of the municipal appropriation required to receive approximately \$31,000 in state funding. Ms. Bellenoit stated that it would be a hardship without the state funding. A discussion about the prior year uses of the state aid followed. Ms. Bellenoit stated that she is not certain of the state aid amount, but is confident that the same amount will be received. She added that the state reports are complete and need to be submitted by October 7th.

Motion – A motion was made to appropriate the \$17,000 funding request by the Library, to be drawn from an account determined by the Town Accountant. So moved, Mr. Federici. Seconded by Ms. Hill and all were in favor.

Councilman Anderson asked that Ms. Bellenoit notify the Town Council when the funds are received and the amount.

TOWN MANAGER REPORT

Acting Town Manager, Denise Menard gave a description of the draft of the Town Manager's Report that she would like to use and asked the Council members to send her their comments on the format.

General Matters:

Tree 413 – Log Storage Adjacent to Rail Trail – Ms. Menard stated that a site inspection was made last week, and corrective actions requested by the Health Director have been addressed. Ms. Menard stated that plans were recently submitted to the Planning Department and that necessary permits and waivers have not been applied for.

Hanward Hill parking issues: Ms. Menard stated that a meeting will be held next week with members of the School Committee, Recreation Department and Police. Mr. Florence was asked about the concerns related to the parking issues and he responded that the biggest parking concerns are when sporting events and elections are held at the school. Discussion followed about relocating elections to the high school. Mr. Florence explained some of the issues in relocating to the high school is there is no air conditioning, the gym would have to be closed, election equipment has to be stored and meals for election workers have to be prepared. Mr. Florence added that the town is logistically limited to holding elections at schools and the Superintendent of Public Works is looking into the parking issues.

Pease Road blind driveway problem: Ms. Menard gave a brief explanation of the problem and stated that it has been forwarded to the Superintendent of Public Works and the Police Chief, and that a process is being put in place to handle the issues.

Additional liquor license permit: Ms. Menard requested that an additional one-day liquor license permit be added to the agenda for St. Mark's Episcopal Church block party on September 24th from 3-9 p.m. Ms. Menard stated that a process for these permit requests is being worked on.

Regulations allowing breweries in town and IT systems related to HR: Ms. Menard stated that she met with Councilman Anderson and the Town Planner regarding regulations about allowing breweries in town and she also met with Councilman Ford, the Town Accountant and the Benefits Administrator regarding the Town's IT systems related to Human Resources.

Councilman Anderson spoke about a call he received regarding regulations for a micro-brewery at Club Meadows. He stated that he had spoken to the Acting Town Manager and Town Planner about his research on micro-breweries and is recommending that a draft By-law be created regarding micro/nano breweries to bring to the town for approval. Councilman Anderson requested that any ideas to bring businesses to town be brought to the attention of the Town Council.

Councilman Ford stated that there was a preliminary meeting that he was able to get information to help him shape the next line of questioning regarding the IT systems related to HR.

Reorganizing of Town Departments: Ms. Menard explained she has met with the Town Accountant regarding the budget and capital improvement plan for Fiscal Year 2017-18. Ms. Menard recommended the reorganization of the Town Departments begin in accordance with the Charter as soon as possible. Ms. Menard gave a description of the changes. Ms. Menard stated that the starting the reorganization of the departments now would make the budget process smoother. Ms. Menard asked the Council to give thought to the reorganization of the departments when they address their priorities.

Damaged homes in town: Ms. Menard gave a description of two homes that were damaged in town, one by a fallen tree during a wind storm and one damaged by a fire.

Invitation to Fire House Open House: Ms. Menard stated that the Fire Department would like to invite the Town Council to their annual Open House on Saturday, October 15, 2016, noon to 3pm.

911 Candlelight Ceremony: Ms. Menard stated she attended the 911 Candlelight Vigil at the Fire Station and offered her thanks to the individuals involved in putting the ceremony together.

Staffing Updates:

Ms. Menard gave the following updates:

Police Department:

Interviews were held with the candidates and there are now four candidates in the Police Academy. A discussion followed about the interview process.

Council on Aging:

A Transportation Coordinator was interviewed on August 30th and will begin working on September 7th pending a successful background check.

The Social Worker is out on leave and the Director is looking to fill a limited number of hours to deal with the most urgent needs.

DPW Skilled Worker:

The Superintendent of Public Works has recommended a candidate for the position of DPW Skilled Worker. Ms. Menard stated she is comfortable with the decision and asked for the Council's approval to hire Nick Gioiosi for the position subject to passing a pre-employment physical, drug & alcohol screening and a CORI check. Ms. Menard inquired about the view of the Council members regarding the interviewing and hiring process. Councilman Ford stated that for the time being the Department Head would have the biggest voice in the process.

A discussion followed about the timeframe of putting an HR Department in place. Councilman Ford voiced his concerns about space needs for the HR Department. President Manley stated that action should be taken to move forward on the HR Department as soon as possible. A discussion followed about space changes to accommodate an HR Department.

Motion: President Manley made a motion to go with the Superintendents' approval of the candidate (DPW Skilled Worker). So moved by Vice-President Federici, Second by Councilwoman Hill and all were in favor.

Building Commissioner:

The position has been re-advertised and applications have been received.

Assistant to the Town Manager:

The position, currently being filled by the Assistant Town Clerk, has been advertised and applications are being received.

Library Director:

Ms. Menard will be meeting with the Board of Library Trustees regarding the Library Director search process. A discussion followed about places for posting of jobs.

ACT ON MINUTES OF AUGUST 23, 2016

Motion: President Manley made a motion to accept the minutes as amended of August 23, 2016. So moved by Vice-President Federici, Seconded by Councilman Ford and all were in favor.

COMMUNICATIONS, CORRESPONDENCE & ANNOUNCEMENTS**Petition Signing/Proposal for Crossing Guard at Overlook Dr. & Parker St. for 2016-17 School Year:**

Councilman Kane stated the petition should be directed to the Police Chief. Councilwoman Hill gave a description of the safety concerns of the area in question and the process the Schools use with crossing guard requests.

Household Hazardous Waste Regional Collection Day:

2016 Household Hazardous Waste Regional Collection Day – Saturday, September 17, 2016. Minnechaug Regional High School, 621 Main St., Wilbraham MA, 9:00am – 1:00pm by appointment only.

Invitation to Norcross House Dedication & Open House:

The Norcross Center, 89 Maple St., East Longmeadow, MA – Saturday, September 17, 2016, 12:30 – Dedication, 1:00 to 3:00 Entertainment, Refreshments & House Tours.

One Day Liquor License: – St. Michael's K of C #9960 Annual Scholarship Golf Tournament dinner and awards banquet – Sunday, September 25, 2016 4:40 pm – 7:30pm, St. Michael's Community Center, 53 Somers Rd., East Longmeadow, MA

Motion: President Manley made a motion to approve the one-day liquor license for St. Michaels K of C for September 25th, So moved by Vice-President Federici, Seconded by Councilman Ford, and all were in favor.

One Day Beer & Wine License & Entertainment Permit: – The Beer Shop, 33 Harkness Ave., East Longmeadow, MA – Saturday, October 8, 2016, 2pm – 7pm., rain date: October 15, 2016. Insurance on file.

Motion: President Manley entertained a motion to approve the permit. So move by Councilwoman Hill, Seconded by Vice-President Federici and all were in favor.

One Day Liquor License: - St. Mark's Episcopal Church block party, September 24, 2016, 3pm to 9:00 pm. President Manley entertained a motion to approve the permit. So move by Vice-President Federici, Seconded by Councilwoman Hill and all were in favor.

ORDERS OF THE DAY**OLD BUSINESS****Permanent Town Manager Search Update:**

President Manley stated that the town profile has been completed and posted, applications are being forwarded to the Collins Center and the position is posted until the end of September. A discussion followed about forming a Town Manager Screening Committee to give opinions on Town Manager candidates.

A brief discussion followed about the By-law Committee and President Manley stated that members of the By-law Committee should be invited to attend the next Town Council meeting.

Councilwoman Hill gave a brief description of the functions of the Town Manager Screening Committee.

Appropriations:**Former Chief Mellis Outstanding Pay:**

The Town Attorney offered his recommendation to the Council to not act on the appropriation until after the 35-day waiting period which concludes on October 5th.

Request from Collector's Office:

Mr. Florence gave a description of the lien process for FY15 Tax Title properties. Mr. Florence stated that there are up-front costs to put the properties into tax title that have not been budgeted and will be recovered when the taxes are collected.

Motion: President Manley entertained a motion to appropriate \$8,263.50 to the Clerk's Office for reimbursement of costs associated with the auction of tax title. So moved by Council woman Hill, seconded by Councilman Ford, and all were in favor.

Town Council Pay:

Councilman Anderson spoke about research he received provided by the Collins Center regarding Town Council pay. Discussion followed about stipends for the Town Council members and what account they will be paid from. It was determined to get more information and discuss at next meeting.

NEW BUSINESS**Pay Prior Year Bill:**

Ms. Menard gave a description of the processes to use in paying a prior year bill that was submitted. It was determined to invite the department individual to come before the Town Council to give an explanation about the issue.

Motion: Council President Manley entertained a motion to adjourn the meeting at 7:33 P.M. So moved by Council Vice-President Federici and seconded by Councilman Ford. All were in favor.

Meeting Minutes respectfully submitted by: Margaret Larocca